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11 October 1951

*Ken*

Report from Room 220, week of 8-12 October

To:

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From:

1. This week I had conferences with Mr. Bob Freeman of the State Department and Mrs. Leach of AGO in regard to administrative courses, particularly supervisory training, for which they are responsible.

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2. Mr. [redacted] of Inspection and Security had inquired about the possibility of a course in statistics. After some research on my part among texts at the library, and after a conversation with Dr. [redacted] who has had work in this, I indicated to Mr. [redacted] that we could not consider such a course. However, I ordered a book for them to use as reference and sent a suggested bibliography for their reading.

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*This is a college course in itself*  
*Ken*

3. We are again - or still - faced with the need for another clerical teacher. Though Miss [redacted] is doing a splendid job of handling our needs at the moment, her days are very full, and should she falter in her good health or require some leave, we would be stuck.

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4. Another clerical refresher course began on Monday, 8 October. Registration was as follows:

Typing I	10
Typing II	10
Shorthand I	12
Shorthand II	9

TOTAL

41

5. A few miscellaneous comments in regard to this course follow.

With our acceptance of typists whose speed is as low as 15-30 words per minute, our numbers have increased. I feel we are meeting a need in doing this.

People come for varying lengths of time. One boy comes only three hours a week; one girl comes for the entire morning each day. [Insistence on our part that everyone adhere to the opening and closing dates of the course and attend daily whatever each has registered for seems ridiculous.] We will function best with an extremely elastic policy and one of tailoring instruction to the specific needs.

The Gregg Company has added to our problems with their second or simplified method of shorthand. Each class now includes people who have had either one or the other type of instruction, and the classes should be divided on that basis even though it means only two or three in a class.

One girl comes all the way from Bethesda each morning for two of the classes, the Motor Pool furnishing transportation both ways.

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REASON

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